

OFFICE OF FINANCE NOTICE 19-81

SUBJECT: Procedure for Handling Commuted Rate Travel Schedules

REFERENCE: OFN 22-79 dated 21 August 1979

As a result of our experience with this year's annual review of commuted rate schedules, this instruction will supplement the handling of such reviews set out in referenced Office of Finance Notice.

1. Per reference participating components will update and review their commuted rate schedules annually for submission by 1 April. Components will address their requests for revision to AD/PP/OF through CTB/A&CD/OF covered by memoranda that detail changes from previous year as well as basis or reason for the changes and confirm that justification for continued use of commuted rate schedules exists.

2. CTB/A&CD/OF and AD/PP/OF will examine schedules for compliance with Agency travel policy and for general consistency. AD/PP/OF will prepare a covering memo for all schedules received for D/OF signature requesting DDA approval and route via SSA/DDA for concurrence, with info copies to EO/DDA and A/DDA. After approval is received AD/PP/OF will disseminate copies to:

- Each initiating component
- Central Travel Branch/A&CD/OF
- Central Processing Branch/OP
- SSA/DDA
- Audit Staff/OIG
- Finance Branch/OC
- DDO
- OTS/DDS&T
- NPFBA&CD/OF
- OSO/DDS&T
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Edward L. Sherman

29 JUL 1981

## OFFICE OF FINANCE NOTICE 23-81

SUBJECT: Active OFN's

1. There follows a listing of Office of Finance Notices which should be regarded as current and as of value for guidance reference or informational purposes as of 1 August 1981.

<u>No.</u>	<u>Date of Issuance</u>	<u>No.</u>	<u>Date of Issuance</u>
Various	all 1981 issuances	22-79	21 August 1979
50-80	11 December 1980	10-79	5 March 1979
46-80	9 October 1980	7-79	16 April 1979
45-80	9 October 1980	2-79	29 January 1979
43-80	22 September 1980	1-79	3 April 1979
42-80	10 September 1980	23-78	30 December 1978
41-80	8 September 1980	15-78	20 July 1978
38-80	13 August 1980	5-77	12 January 1977
36-80	31 July 1980	(Paras A-1 & B only)	
32-80	29 July 1980	2-TQ	4 August 1976
30-80	29 July 1980	3-76	2 September 1975
29-80	28 July 1980		
26-80	9 July 1980		
25-80	7 July 1980		
24-80	27 June 1980		
23-80	24 June 1980		
14-80	7 May 1980		

2. The Office of Finance Handbook (OFHB) is scheduled for updating and revamping. Permanent policy and procedures currently found in the OFN's above will be incorporated into the OFHB as part of the updating effort. In the interim OFN recipients should review their holdings and insure they have copies of the above. You may contact Sylvia  for any you may need.

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